

Date: 05/26/2006
To: School District Clerks and Business Officials
From: Bill Hallinan, Computer Manager
Subject: Wages and Contribution Reporting/Termination Pay

WAGES AND CONTRIBUTION REPORTING

This memo advises you that the Montana Teachers' Retirement System (TRS) will only accept wage and contribution reports via its online system beginning with the September 2006 report. Paper reports and diskettes will not be accepted for the September 2006 reporting period and beyond. If you are reporting via a turn around billing documents or diskettes, please begin reporting via the on-line system found on the TRS web site. Please read the documentation found at the TRS web site: <http://www.trs.mt.gov/Employers/TrsOnline.asp>. If you have not signed up before, please complete and send to TRS the internet signup form found on that web page. If you are currently reporting on-line via the TRS web site, this notice does not apply.

In order for TRS to function effectively at the least cost for the TRS members, we need your help in streamlining our processes. The reasons for moving to the online system are many. It is less work once you are familiar with the system. It is more secure than sending paper report and diskettes in the mail. Contributions and buy-backs process faster, assuring that your employees benefit, since interest on their account accrues sooner and for a longer period of time. Gradually, on-line reporting will replace other paper processing such as payroll insurance reporting.

TRS wants to make this transition easy for you as possible. If you have any questions on how to get started, please contact Bill Hallinan at 406 444-3395.

TERMINATION PAY

The termination pay rates changed last year for members retiring August 1, 2005 or later. Please contact your software provider (e.g., Black Mountain, CHMS, CSA, Foxie Lady, Softwise, and UST) and let them know the rates have change so they can provide you with an update if applicable.

For your convenience, the Montana Teachers' Retirement System (TRS) has a termination pay calculator that can be utilized in calculating termination pay. The calculator can be accessed <http://www.trs.mt.gov/employers.htm>. Then click on TRS On-Line and log on using your User I.D. and Password.

If your agency does not have a User I.D. and Password you will need to download, complete and send in (via mail or fax 444-2641) an 'Internet Sign-Up Form'. The TRS Information Technology staff will assign a User I.D. and Password for accessing TRS On-Line. The sign-up form is available at <http://www.trs.mt.gov/trsonline-x/InternetSignUpForm2004-08.pdf>. For assistance please call 444-3395 or 444-9293.